

# Debt Recovery Letter — Unpaid Wholesale Supply Invoices (Invoice Variant, Business to Business)

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*Sample Debt Recovery Letter #01 · Agent-drafted end-to-end · Published 2026-05-27*

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27 May 2026

**Kopitiam Heritage Pte Ltd** 14 Toa Payoh Lorong 7, #01-22, Singapore 310014 Attention: Henry Tan Beng Hock, Director

**OPEN**

Dear Henry Tan Beng Hock,

## Debt Recovery Letter

We write on behalf of **Sunrise Foods Distribution Pte Ltd** (the "**Creditor**") to recover the outstanding debt described below.

### 1. The Creditor

**Sunrise Foods Distribution Pte Ltd** 3 Senoko Drive, Singapore 758200 Attention: Catherine Goh Siew Ling, Credit Control Manager

### 2. The Debtor

**Kopitiam Heritage Pte Ltd** 14 Toa Payoh Lorong 7, #01-22, Singapore 310014 Attention: Henry Tan Beng Hock, Director

### 3. The Debt

The Debtor is a long-standing trade customer of the Creditor. Five wholesale supply invoices for goods delivered to the Debtor between January and March 2026 remain unpaid beyond their credit terms.

The debt arises from unpaid invoices (Invoice Nos. SFD-2026-1003, SFD-2026-1041, SFD-2026-1078, SFD-2026-1115, SFD-2026-1152). The amounts fell due on various dates, with the final invoice falling due on 11 April 2026.

#### **4. Factual Chronology**

The following facts are based on the Creditor's records:

- **9 January 2026:** Goods under the first invoice were delivered to and signed for by the Debtor's outlet manager.
- **12 March 2026:** The fifth and final invoice in the run was issued on the Debtor's standard 30-day credit terms.
- **12 April 2026:** All five invoices, totalling SGD 12,480, passed their due dates without payment.
- **5 May 2026:** The Debtor's director acknowledged the outstanding statement of account by email and asked for 'a little more time'.

#### **5. Amount Outstanding**

The amount currently outstanding is **SGD 12,480.00** (the "**Outstanding Debt**"), together with interest as the Court may award pursuant to section 12 of the Civil Law Act 1909.

#### **6. Requested Action**

The Debtor is requested to pay the Outstanding Debt of SGD 12,480 in full, or to contact the Creditor within the deadline to agree a written repayment arrangement.

#### **7. Deadline for Payment**

We require payment of the Outstanding Debt on or before **10 June 2026** (being 14 days from the date of this letter).

#### **8. Payment Instructions**

Please remit payment to the Creditor's designated bank account (Bank: [Bank Name], Account Name: Sunrise Foods Distribution Pte Ltd, Account No: [Account Number]). Please quote the references set out above in any payment or correspondence.

#### **9. Reservation of Rights**

The Creditor reserves all rights, including the right to commence civil proceedings to recover the Outstanding Debt, statutory interest, legal costs, and any other relief available under Singapore law. Nothing in this letter constitutes a waiver of any such rights.

#### **10. Governing Law**

This matter is governed by the laws of the Republic of Singapore. The Creditor intends to refer any unresolved dispute to the Singapore courts.

Yours faithfully,

On behalf of **Sunrise Foods Distribution Pte Ltd.** Attention: Catherine Goh Siew Ling, Credit Control Manager.